

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-531C

**Information Technology Specialist (Sys Admin)
N0364
GS-2210-11
\$52,963 - \$68,850 pa**

**ANNOUNCEMENT DATE: 2 December 2004
CLOSING DATE: 19 January 2005**

SELECTING OFFICIAL: Director of Information Management

**APPOINTMENT FEATURES: Competitive Service
Career/Career Conditional Status**

POSITION LOCATION: JFHQ (J-6) DOIM - Sacramento, CA

POSITION REQUIRES A MINIMUM OF ONE WEEK TRAVEL PER MONTH

RELOCATION BONUS MAY/ MAY NOT BE AUTHORIZED

CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT #04-530. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.

This position is located in an information management organization. The purpose of the position is to serve as a systems administrator on one or more of the systems maintained/administered throughout the state. The systems administered involve multiple computers that use multiple operating systems. The incumbent is responsible for installing and testing the system security configuration and monitoring, operating, troubleshooting and maintaining server hardware and software.

1. AREA OF CONSIDERATION: Statewide. Applications will be accepted from current permanent technicians with Career/Career Conditional status within the California National Guard Technician program.

2. CONDITIONS OF EMPLOYMENT: Completion of a favorable National Agency Check. Must participate in PD/EFT (Direct Deposit).

3. DUTIES: Develops, modifies, and tests overall system backup and recovery strategies for assigned systems; serves as a technical focal point for the installation and

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configuration of hardware and software on personal computers and for personal data assistants associated with assigned systems; serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs; develops, modifies, and tests overall system backup and recovery strategies for assigned systems; serves as a technical focal point for the installation and configuration of hardware and software on personal computers and for personal data assistants associated with assigned systems; serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs; analyzes, evaluates, and recommends hardware/software changes to various computer systems; develops guidelines, standard operating procedures (SOPs), bulletins and flyers regarding the operation/use of assigned C4 systems, services, and activities; implements systems software changes, operating system releases and maintains the operational status of systems; performs security management in accordance with National Guard Bureau (NGB) regulations and state policies; implements state policy relating to systems storage requirements. Designs and modifies the storage structure and correlation between systems; provides input to the state Continuity of Operation Plan (COOP) procedures for system disaster recovery; troubleshoots problems and implements changes on multiple computer platforms; plans and schedules the installation of new or modified hardware, operating systems, and software applications.

DESIRABLE: Certification and/or substantial experience in Microsoft Windows server systems.

4. QUALIFICATION REQUIREMENTS: Competitive qualification requirements for this position are from OPM X-118 Handbook:

GS-11 requires 1 year of specialized experience equivalent to at least GS-09 or 3 full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

TO BE CREDITABLE XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

Specialized Experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skill, and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

Education may be substituted for experience.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Ability to research and analyze data.
- b. Ability to communicate orally and in writing.
- c. Skill in organizing work in a logical sequence.
- d. Knowledge of computer programming techniques.
- e. Skill in evaluating and making recommendations for automated data processing programs and equipment.

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MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

ALL APPLICATIONS MUST BE SIGNED & DATED*

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER